



Planning & Development Department

TEMPORARY USE PERMIT



SUBMITTAL FORMS INDEX

TEMPORARY USE PERMIT PROCESS	580
TEMPORARY USE PERMIT APPLICATION	581
TEMPORARY USE PERMIT SUPPLEMENTAL QUESTIONNAIRE	582
AFFIDAVIT OF NOTICE OF OPPOSITION	585
FILING DEADLINES AND HEARING DATES	503
PROPERTY OWNER AUTHORIZATION	504
RESIDENTIAL SITE PLAN (EXAMPLE)	3012



Planning & Development Department TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS



Procedures for making application for a Temporary Use Permit, as provided in the Maricopa County Zoning Ordinance (Chapter 13, Section 1302).

A Temporary Use Permit is required for any of the following:

- ☐ Temporary Housing during construction of a dwelling (2 year maximum, as long as building permit is active).
- ☐ Temporary Events (30 day maximum within a 6 month period).
- ☐ Nonresidential Use of a Mobile Home (6 year maximum).
- ☐ Underage Occupancy within the Senior Citizen Overlay Zoning District (2 year maximum).

An application for a Temporary Use Permit, the application fee, and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department. Applications for a temporary event must be submitted at least **30 days** prior to the first planned event date or the application will not be accepted.

Upon acceptance of a complete application by staff, the subject property shall be posted with a "Notice of Application" for a period of 10 days. Every attempt will be made to ensure that the posting occurs within 3 working days from the date of application.

If a written appeal (objection/protest) is received within the 10-day posting period, the matter shall be placed on the agenda of the first available Board of Adjustment meeting for resolution. The applicant and appellant will be notified in writing of the meeting date.

If no objection is received during the required 10-day posting period, the Temporary Use Permit may be issued, provided a building permit has been issued for the permanent dwelling.

Note: A building permit is required for both the permanent dwelling being constructed and the structure being used as the temporary residence. A separate zoning clearance / building permit is also required for temporary events, nonresidential use of a mobile home, and underage occupancy temporary uses.

Failure to meet any required conditions placed upon the Temporary Use Permit shall result in revocation of the Temporary Use Permit by the Zoning Inspector. Requests for a time extension to the Temporary Use Permit shall be submitted to and processed through the Board of Adjustment, as provided in the Maricopa County Zoning Ordinance.

INFORMATION REQUIRED FOR SUBMITTAL

1. APPLICATION. The application is to be completed in full. Staff will only accept a completed application form. The property's recorded legal description must be indicated on the application. The owner of the subject property must sign the application, or the applicant shall complete the Property Owner Authorization form (included).
2. FIVE FOLDED COPIES OF A SITE PLAN, INCLUDING A VICINITY MAP OF THE PROPERTY, DRAWN TO SCALE, AND INDICATING THE FOLLOWING (example included):
 - ☐ North point and scale.
 - ☐ Property lines and dimensions.
 - ☐ Location and sizes of all existing and proposed structures and/or temporary uses (including fences and pools, septic tanks). Include distances from property lines and distances between structures.
 - ☐ Location and width of dedicated streets or recorded easements on or adjacent to the property.
3. COMPLETED SUPPLEMENTAL QUESTIONNAIRE (attached).

TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

4. TWO COPIES OF DEED OR TITLE AND AUTHORIZATION TO USE THE SITE.
5. AFFIDAVIT OF NOTICE OF OPPOSITION (included) – signed and notarized (required for any temporary event).
6. FILING FEE (per year, payable “up-front” as noted above):
 - a. Residential Use: \$100/year
 - b. Non-residential Use: \$350/year
7. SUPPORTING MATERIALS (any other information deemed necessary by staff).
8. TEMPORARY USE EVENT ONLY: FIVE COPIES OF NARRATIVE REPORT AS SET FORTH BY THE BOARD OF ADJUSTMENT, WHICH INCLUDES THE FOLLOWING:
 - a. Police Traffic Control Protection---State proposed, amount needed, and identify the provider.
 - b. Water Facilities---State proposed and identify how it will be provided.
 - c. Food Concessions---State proposed.
 - d. Sanitation Facilities---State proposed and identify how it will be provided.
 - e. Medical Facilities---State proposed.
 - f. Parking Areas---Identify the parking for those people attending the temporary use event (both employees and visitors/customers).
 - g. Access and Parking Control---Identify ingress and egress for the event.
 - h. Time of Operation---Identify the duration of the use (both dates and hours of operation).
 - i. Illumination---State proposed and identify how it will be provided.
 - j. Overnight Camping Facilities---State proposed and identify how it will be provided.
 - k. Other---Identify the anticipated number of attendees and other applicable information.



Planning & Development
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TEMPORARY USE PERMIT APPLICATION

REQUESTED:

Requested Temporary Use: _____

Description of Request: _____

Length of Time Requested: _____

Current Zoning District: _____

Existing Use of the Property: _____

PROPERTY INFORMATION:

Address (If Known): _____

Directions to subject Property (Include nearest City/Town): _____

Size in Acres: _____ Square Feet: _____

Legal Description: Section: _____ Township: _____ Range: _____

Assessor's Parcel Number: _____

Building Permit # (if applying for Temporary Housing): _____

Applicant – Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax: _____

Property Owner – Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax: _____

SIGNATURE OF APPLICANT: _____ **Date:** _____

STAFF USE ONLY:

Case #: _____ Zoning Map #: _____ Supervisor District: _____

Date of Submittal: _____ Fees \$: _____

Accepted By: _____



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**TEMPORARY USE PERMIT SUPPLEMENTAL
QUESTIONNAIRE**



1. Explain the type of Temporary Use being proposed and why it is needed:
2. What length of time will the Temporary Use be located on the property:
3. Please note any other comments:
4. Attach additional information regarding request such as building permit #:
5. Address the following items in detail. Indicate whether the service is needed and how the service will be provided:
a. Police Traffic Control Protection:
b. Water Facilities:
c. Food Concessions:
d. Sanitation Facilities:
e. Medical Facilities:
f. Parking Areas (including access and parking control):
g. Time of Operation:
h. Illumination:
i. Overnight Camping Facilities
j. Other (Number of attendees, peak times, etc.):

Applicant's Signature: _____ Date: _____



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AFFIDAVIT OF NOTICE OF OPPOSITION



Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County Zoning Case referenced below, do hereby affirm that I understand that the subject property must be posted for a ten-day period and if opposition is received during that time the request must be forwarded to the Board of Adjustment for a final decision. I also affirm that if opposition is received or if staff cannot approve my request for any reason before the date of the requested use or event I will not use the subject property for the purpose requested.

Owner's/Applicant's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

DEPARTMENT USE ONLY:

CASE NUMBER: _____

PROJECT NAME: _____



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	N/A	December 22, 2005	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	N/A	February 16, 2006	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	N/A	April 20, 2006	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	N/A	June 22, 2006	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	N/A	August 17, 2006	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	N/A	October 19, 2006	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	N/A	December 21, 2006	January 17, 2007 (tentative)



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PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

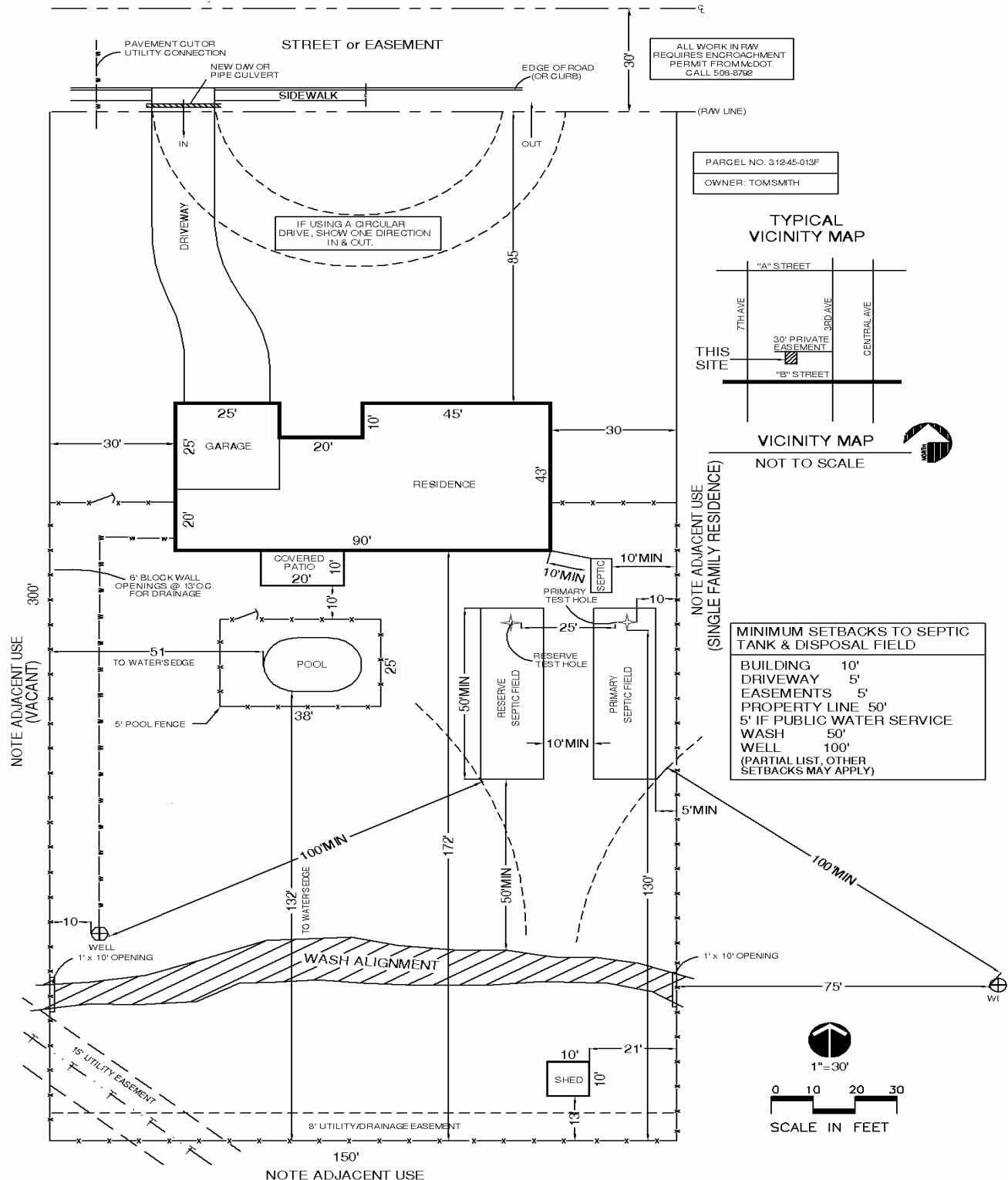
Case Number: _____

Project Name: _____



Planning & Development Department

TYPICAL RESIDENTIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)

ADDITIONAL DETAILED PLANS MAY BE REQUIRED.